

Message

From: Shogren, Angela [Shogren.Angela@epa.gov]
Sent: 1/19/2021 4:47:31 PM
To: Shogren, Angela [Shogren.Angela@epa.gov]
Subject: Transition-related public web changes

Hello Web EICs,

As we head into Inauguration Day, we are asking that you inventory your webpages to identify content that will need to be updated once Administrator Wheeler and other appointed officials leave office at the end of this administration.

Any necessary changes should be made after 12:00 PM ET on January 20th.

If you have not already done so, you can work with your Web Council members and EICs to search for relevant content in two ways:

1. Using the [WebCMS](#) (VPN needed): Enter search terms such as "Administrator," "Wheeler," or other terms in the "Body Content" field and search pages in all three "Published" states (Published; Published, needs review; and Published, scheduled for expiration).
2. Using [Siteimprove](#): Choose your web area (or Office-wide web area group) at the top of the page and enter in search terms such as "Administrator," "Wheeler," etc. in the search bar on the right side of the "Word Inventory" main screen. Clicking on the "carrot" (v) on the far right of the results table, it will display the webpages that contain the term.

In some cases, you may want to add "former" before the names of appointees who have left the agency, but in other cases, it may be more appropriate not to make any changes when the content is clearly tied to a specific date. For example:

- <https://www.epa.gov/agriculture/agriculture-news-2019>
- <https://www.epa.gov/ocir/116th-congress-1st-session>

If you are unsure how to proceed with respect to any given page, please contact us at OWC@epa.gov.

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